

SECTION 4.2.4: BEREAVEMENT LEAVE.

- (a) Definition. Bereavement Leave means paid absence from duty at the time of death or funeral of a member of the employee's immediate family under specified conditions.
- (b) Eligibility. Biweekly rate employees shall be eligible to receive bereavement leave.
- (c) Duration. Bereavement leave may be granted for up to three (3) days when needed because of the death of a member of the immediate family, as defined in (e) below.

(Amended 12/19/86, Ord. No. 7254)
(Amended 05/19/89, Ord. No. 7628)
(Amended 07/13/90, Ord. No. 7773)
(Amended 07/27/90, Ord. No. 7777)
(Amended 07/27/90, Ord. No. 7789)
(Amended 03/15/96, Ord. No. 8650)
(Amended 07/03/98, Ord. No. 8932)

- (d) Use. Bereavement leave may only be taken at the time of the death or funeral of a member of the employee's immediate family, and shall not be deducted from other leaves of absence or compensatory time off for which the employee may be eligible. (See Section 4.2.2(e)(8) for possible combination with sick leave.)

(e) Immediate Family.

Immediate Family shall include:	(1) For eligible employees, as defined in section 4.2.4(b) not included in column 2 of this chart.	(2) For eligible employees as defined in section 4.2.4(b) in classes designated AE, AM, AS, CC, CE, CEM, CL, CM, CR, CS, DA, DI, DM, DS, FS, HS, MA, MM, PD, PM, PO, PR, PS, RN, SM, SS or SW.
Husband	Yes	Yes
Wife	Yes	Yes
Child	Yes	Yes
Stepchild	Yes	Yes

Immediate Family shall include:	(1) For eligible employees, as defined in section 4.2.4(b) not included in column 2 of this chart.	(2) For eligible employees as defined in section 4.2.4(b) in classes designated AE, AM, AS, CC, CE, CEM, CL, CM, CR, CS, DA, DI, DM, DS, FS, HS, MA, MM, PD, PM, PO, PR, PS, RN, SM, SS or SW.
Brother	Yes	Yes
Stepbrother	Yes	Yes
Sister	Yes	Yes
Stepsister	Yes	Yes
Parent	Yes	Yes
Stepparent	Yes	Yes
Any person serving or who has served as a parent.	Yes	Yes
Grandparent	Yes	Yes
Grandchild	No	Yes
Parent-in-law	No	Yes
Brother-in-law	No	Yes
Sister-in-law	No	Yes
Any other person living in the same household as the employee.	Yes	Yes

(Amended 12/19/86, Ord. No. 7254)
(Amended 05/19/89, Ord. No. 7628)
(Amended 01/13/89, Ord. No. 7582)

(Amended 02/10/89, Ord. No. 7588)
(Amended 03/24/89, Ord. No. 7605)
(Amended 05/19/89, Ord. No. 7628)
(Amended 07/13/90, Ord. No. 7773)
(Amended 07/27/90, Ord. No. 7777)
(Amended 06/11/93, Ord. No. 8248)
(Amended 03/15/96, Ord. No. 8650)
(Amended 09/27/96, Ord. No. 8720)
(Amended 07/03/98, Ord. Nos. 8920, 8925, 8930, 8932)
(Amended 12/04/01, Ord. No. 9405)

SECTION 4.2.5: COURT LEAVE.

- (a) Definition. Court Leave means paid absence from duty as a result of court attendance under specified conditions.
- (b) General Provisions. Subject to approval by the appointing authority, and after submitting proof of required attendance, a biweekly rate employee shall be entitled to court leave when required by court order to attend a local court as a prospective juror, juror, or as a witness in a court action to which he/she is not a party. Biweekly rate employees employed less than full time shall receive court leave on a pro-rata basis.

(Amended 07/26/91, Ord. No. 7945)

- (c) Limitations.

- (1) Court leave shall be limited to:

- (a) Required attendance before Federal, Superior, and Municipal Courts located within San Diego County, or within the employee's county of residence.

(Amended 08/04/95, Ord. No. 8570)

- (b) Time in attendance at Court together with reasonable travel time between court and work. If attendance is for less than a full day, the employee shall return to work if there is adequate time to return prior to the end of the employee's workday.

- (2) Court leave shall not included attendance:

- (a) When the employee is paid an expert witness fee;
 - (b) Which is part of the employee's official County duties.

- (d) Compensation. Court leave compensation shall consist of full pay during the period of such leave.

SECTION 4.2.6: MILITARY LEAVE.

- (a) General Provisions. Employees who are or become a member of the Armed Services, Militia, or Organized Reserves of California or the United States, shall be entitled to the leaves of absence and employment rights and privileges provided by the Military and Veterans Code of the State of California.
- (b) Review and Approval. Military leaves shall be subject to review and approval by the Director.
- (c) Request. Requests for military leave shall set forth such information as the Director may require and shall be accompanied by a copy of the official orders or other official information satisfactory to the Director which confirms the officer or employee was required to engage in military service and did perform such service.

SECTION 4.2.7: SOCIAL SERVICES GRADUATE STIPEND LEAVE.

- (a) Social Services Graduate Stipend Leave. The Board of Supervisors may grant a leave of absence with pay pursuant to Section 10907 of the Welfare and Institutions Code.

SECTION 4.2.8: EXECUTIVE RELEASE TIME.

- (a) Definition. Executive Release Time is paid absence from work.
- (b) Eligibility. Only those employees in classes designated eligible for Bene Plan 01 or 03 shall be eligible for Executive Release Time.

(Amended 10/07/88, Ord. No. 7533)

- (c) Executive Release Time shall be authorized pursuant to the guidelines established by the Chief Administrative Officer.

(Added 06/05/87, Ord. No. 7296)

SECTION 4.2.9: PERSONAL LEAVE DAY. Employees in eligible classes who are employed during the period January 11, 1991 through January 24, 1991, shall be entitled to

one-tenth (1/10) the number of regularly scheduled hours in that employee's normal biweekly pay period, not to exceed eight (8) hours of paid leave time, to be taken as agreeable to both the employee and the appointing authority, and may be taken in increments of 1/10 of an hour, but must be used prior to July 1, 1991. This day shall not be considered a holiday for payroll purposes. To be eligible to receive this time, the employee must have paid time during the period January 11, 1991 through January 24, 1991.

Eligible Classes: Classes designated AM, AS, or DA.

(Added 09/23/88, Ord. No. 7526)
(Deleted 07/27/90, Ord. No. 7777)
(Added 02/08/91, Ord. No. 7851)
(Amended 12/04/01, Ord. No. 9405)

SECTION 4.2.10: CHILD CARE VACATION EXCHANGE. Employees in classes designated AM, AS, DA, PD and PM are eligible to transfer vacation credits to their spouse, or receive vacation credits from their spouse, under the following conditions:

(Amended 12/04/01, Ord. No. 9405)

- (a) Both employees are in classes designated AM, AS, DA, PD and PM and the donating employee is married to the receiving employee.

(Amended 12/04/01, Ord. No. 9405)

- (b) The eligible employees are a married couple who are the mother and father of a child, or, who are jointly adopting a child, and, the transfer of vacation credits to the receiving employee is for purposes of maternity leave or child care purposes.
- (c) A transfer request has been made by both the receiving employee and the transferring employee, is in accordance with departmental policies, and has been approved by the employees' appointing authority.
- (d) Each transfer must be for a minimum of eight (8) hours and in whole (1) hour increments thereafter.
- (e) The total vacation credits received by an employee shall normally not exceed 520 hours. However, if approved by his/her appointing authority, the total vacation credits received may be up to 1040 hours. Total vacation credits in excess of 1040 hours will be considered on a case-by-case basis by the appointing authority subject to the approval of the Chief Administrative Officer.
- (f) The vacation credit transfers are irrevocable, and will be indistinguishable from other vacation credits belonging to the receiving employee. Transfers will be subject to all taxes required by law.

- (g) Transfers shall be administered according to the rules and regulations of the Auditor and Controller. Requests for the transfer of vacation credits shall be made on a form prescribed by the Auditor and Controller, and must be signed by the receiving and donating employees and the appointing authority.
- (h) Transferred vacation credits will be converted according to the following formula:

$$\frac{\text{Donated Hours} \times \text{Donor's Hourly Pay Rate}}{\text{Recipient's Hourly Pay Rate}} = \text{Hours Received}$$

(Added 09/26/97, Ord. No. 8832)
(Amended 07/03/98, Ord. No. 8930)

SECTION 4.2.11: EMPLOYEE RECOGNITION LEAVE.

- (a) Definition. A paid absence from work granted to an eligible employee at the discretion of the appointing authority for up to a maximum of twenty-four (24) hours per fiscal year.
- (b) Conditions. The eligible employee meets the criteria established in the departmental Employee Recognition and Awards Program for an award of Employee Recognition Leave.
- (c) Duration and Use. Employee Recognition Leave may be granted in full hour increments up to a maximum of 24 hours in any fiscal year for any eligible employee. This time may be used at a time mutually agreeable to the employee and the employee's appointing authority, but must be used in the full increment in which it was awarded. This time must be used within one year from the date it was awarded.
- (d) Eligibility. This leave shall be available to those employees designated eligible in Article 5.11 (Employee Recognition and Awards Program) and in the guidelines established by each department having an approved Employee Recognition and Awards Program.

(Added 04/06/90, Ord. No. 7730)
(Amended 05/22/98, Ord. No. 8809)

SECTION 4.2.12: ADMINISTRATIVE LEAVE.

- (a) Definition. Administrative leave is a non-disciplinary, paid absence from work imposed by the appointing authority under specified conditions.
- (b) Eligibility. Employees in classes designated AE, AM, AS, CC, CE, CEM, CL, CM, CR, CS, DA, DI, DS, DM, EC, EM, FS, HS, MA, MM, NA, NE, NM, NR, NS, PD, PM, PO, PR, PS, RN, SD0, SD1, SD2, SD5, SM, SO, SS, SW and UM are eligible for administrative leave.

(Amended 07/27/90, Ord. No. 7777)

(Amended 07/27/90, Ord. No. 7789)

(Amended 09/07/90, Ord. No. 7810)

(Amended 02/08/91, Ord. No. 7851)

(Amended 05/03/91, Ord. No. 7904)

(Amended 06/11/93, Ord. No. 8248)

(Amended 10/01/93, Ord. No. 8300)

(Amended 09/27/96, Ord. No. 8720)

(Amended 12/18/98, Ord. No. 8987)

(Amended 12/04/01, Ord. No. 9405)

(c) Conditions for Authorized Leave.

- (1) The appointing authority may direct an eligible employee to take administrative leave only if there is an occurrence, or the likelihood of an occurrence, of an emergency or extraordinary situation in which:

- (a) The immediate removal of the employee (this does not include employees in classes designated DI or DM) from the County work site is essential to avert harm or damage to the employee, to County property or records, to the public, or to other employees; and

(Amended 09/22/00, Ord. No. 9247)

- (b) The employee's involvement or potential for involvement in such circumstances is sufficiently unclear as to warrant an investigation; and/or

- (c) The immediate removal of the employee (this does not include employees in classes designated DI or DM) from the County work site is essential to insure the conduct of a fair and complete investigation of such emergency or extraordinary circumstances.

- (d) Employees in classes designated DI or DM must be immediately removed from the County work site to avert harm or damage to the employee, to County property or records, to the public, or to other employees; and

(Added 09/22/00, Ord. No. 9247)

- (e) Employees in classes designated DI or DM must be removed from the County work site to insure the conduct of a fair and complete investigation of such emergency or extraordinary circumstances.

(Added 09/22/00, Ord. No. 9247)

(2) Administrative leave shall not be authorized when:

- (a) The appointing authority is able to avert an emergency or extraordinary situation by reassigning the employee to other duties or to a different work site within the department; or
- (b) The employee agrees to take accumulated paid leave at the request of the appointing authority; or
- (c) The employee's conduct has clearly caused the emergency or extraordinary situation, and such conduct clearly constitutes grounds for immediate suspension or termination pursuant to Rule VII of the Rules of the Classified Service.

- (d) Duration. Administrative leave may be authorized for up to ten (10) work days for each occurrence. At the request of the appointing authority and when more time is needed to complete an investigation, up to twenty (20) additional work days may be authorized, and may be extended beyond a total of twenty (20) work days in cases of criminal investigations by law enforcement agencies or pending Skelly hearings, upon approval of the Director; provided, however, that the duration of administrative leave shall not continue beyond the day the appointing authority determines, through an investigation, that the employee's absence is no longer essential.

(Amended 07/27/90, Ord. No. 7777)

(Amended 09/07/90, Ord. No. 7810)

(Amended 02/08/91, Ord. No. 7851)

(Amended 09/02/96, Ord. Nos. 8720)

(Amended 07/03/98, Ord. Nos. 8930, 9832)

- (e) Notice.
- (1) The appointing authority shall provide to the employee written notice of the reasons for, the effective date and duration of the administrative leave. Copies of the notice shall be forwarded by the appointing authority to the Director and to the Auditor and Controller.
 - (2) If, prior to the expiration of administrative leave, the appointing authority has determined through an investigation that the employee's absence is not essential, the appointing authority shall provide notice to the employee that administrative leave is no longer authorized effective the next work day. Such notice may be given orally, but must be documented in writing and a copy provided to the employee, the Director and the Auditor and Controller.
- (f) Investigation. The appointing authority shall commence an investigation of the circumstances surrounding the emergency or extraordinary situation not later than one work day following the date of written notice to the employee, however, the appointing authority may commence such investigation prior to the date of written notice.
- (g) Expiration of Administrative Leave. If the employee has not been notified by the appointing authority to return to work prior to the expiration of administrative leave, upon the expiration of the leave, the employee shall:
- (1) return to work;
 - (2) utilize other authorized leave approved by the appointing authority; or
 - (3) be notified that the appointing authority has implemented a final order of suspension or termination.

(Added 07/13/90, Ord. No. 7773)

SECTION 4.2.13: CATASTROPHIC LEAVE PROGRAM.

- (a) Definition. The catastrophic leave program is a process by which one or more employees may donate vacation credits (or up to twenty-four (24) hours of sick leave per fiscal year for employees in classes listed in subsection (c)) for use by another employee who, due to catastrophic illness or injury, has exhausted paid leave and is subsequently facing financial hardship.
- (b) Eligibility: Employees in classes designated AE, AM, AS, CC, CE, CEM, CL, CM, CR, CS, DA, EC, EM, FS, HS, MA, MM, NA, NE, NM, NR, NS, PD, PM, PO, PR, PS, RN, SD0, SD1, SD2, SD5, SO, SS, SW and UM are eligible to donate up to 24 hours of sick leave credits annually when

participating in this program.

(Amended 07/27/90, Ord. No. 7777)
(Amended 07/27/90, Ord. No. 7789)
(Amended 02/08/91, Ord. No. 7851)
(Amended 05/03/91, Ord. No. 7904)
(Amended 07/26/91, Ord. No. 7945)
(Amended 09/20/91, Ord. No. 7974)
(Amended 06/11/93, Ord. No. 8248)
(Amended 02/16/96, Ord. No. 8641)
(Amended 12/18/98, Ord. No. 8987)
(Amended 07/17/01, Ord. No. 9356)
(Amended 07/17/01, Ord. No. 9360)
(Amended 01/11/02, Ord. Nos. 9415; 9417)

- (c) Conditions. Transfers of vacation credits or sick leave shall be allowed between employees of different departments in accordance with the policies of the receiving employee's department.

- (1) (a) Subject to verification by the appointing authority, the employee requesting catastrophic leave is required to be absent from work due to injury or prolonged personal illness, or that of the employee's spouse or child.
- (b) Subject to verification by the appointing authority, the employee requesting catastrophic leave is required to be absent from work due to injury or prolonged personal illness, or that of the employee's spouse, child or parent.

Eligible Classes:

Classes designated AE, AM, AS, CC, CE, CEM, CL, CM, CR, CS, DA, FS, HS, MA, MM, NM, NR, NS, PD, PM, PO, PR, PS, RN, SD2, SD5, SO, SS and SW.

(Amended 12/04/01, Ord. No. 9405)

- (2) The employee has exhausted all paid leave, including sick leave, vacation and compensatory time off.
- (3) Both the employee(s) transferring vacation credits or sick leave and the employee receiving the credits have received the approval of their appointing authority(ies).

(Amended 07/03/98, Ord. Nos. 8925, 8930, 8932)
(Amended 12/18/98, Ord. No. 8987)
(Amended 07/17/01, Ord. No. 9356)

(d) Minimum Amount and Maximum Accumulation.

- (1) Each employee choosing to transfer vacation credits to another employee must transfer a minimum of four (4) hours per transaction and whole hour increments thereafter. Transferred credits are irrevocable.

Eligible Classes:

Employees in classes designated AE, AM, AS, CC, CE, CEM, CL, CM, CR, CS, DA, DI, DM, DS, EC, EM, EU, FS, HS, MA, MM, NA, NE, NM, NR, NS, PD, PM, PO, PR, PS, RN, SD0, SD1, SD2, SD5, SM, SO, SS, SW and UM.

(Amended 04/26/96, Ord. No. 8658)

(Amended 03/15/96, Ord. No. 8650)

(Amended 04/26/96, Ord. No. 8658)

(Amended 09/27/96, Ord. No. 8720)

(Amended 12/18/98, Ord. No. 8987)

(Amended 12/04/01, Ord. No. 9405)

- (2) Maximum Accumulation. The total credits received by an employee shall not exceed 520 hours; however, credits may be authorized up to 1040 hours upon approval of the receiving employee's appointing authority. Credits in excess of 1040 hours may be considered by the appointing authority on an individual case basis, and are subject to the approval of the Chief Administrative Officer.

- (e) Request. Requests for the transfer of vacation credits for catastrophic leave shall be made on the form prescribed by the Auditor and Controller, and must be signed by the transferring employee(s), the receiving employee, and their respective appointing authorities.

(Added 07/13/90, Ord. No. 7773)

SECTION 4.2.14: PERSIAN GULF CONFLICT LEAVE.

- (a) Definition. Persian Gulf Conflict Leave is paid absence from work granted to employees who have been ordered to active military duty as a result of the Persian Gulf conflict.
- (b) Eligibility. Biweekly rate employees who are members of the reserved corps of the armed forces of the United States or the National Guard or the Naval Militia who have been ordered to active duty as a result of the Persian Gulf conflict. Employees shall not be eligible for this paid leave during the period in which they are receiving paid military leave pursuant to

the California Military and Veterans Code.

- (c) Duration. This leave is provided as temporary relief from financial hardship due to loss of pay and benefits for employees on active military duty as a result of the Persian Gulf conflict. This paid leave shall commence on February 8, 1991 or the initial date in which the employee is absent from work due to being ordered to active military duty, whichever occurs later. This paid leave shall cease on the date the employee officially is released from the active military duty or on June 26, 1992, whichever occurs earlier.

(Amended 08/09/91, Ord. No. 7957)

- (d) Method of Calculation. The amount of this paid leave shall be equal to the employee's normal biweekly gross pay (not including overtime pay) as of the first date the employee is absent from work due to being ordered to active military duty, offset by the amount of gross military pay for such duty including all military allowances paid to the employee. In the event the military pay, including allowances, equals or exceeds the employee's pay for the pay period pursuant to this provision, the employee shall receive no pay for that pay period except that the County shall continue to pay the required employer contributions toward the employee's premiums (including dependents' premiums) for group insurance benefits sponsored by the County of San Diego and the employee shall be responsible for making the required employee and dependent contributions, if any, toward the premiums for such group insurance benefits.
- (e) Condition of Payment. Payments authorized under this section shall be conditioned upon compliance with the procedures established by the Auditor and Controller.

(Added 02/12/91, Ord. No. 7860)

SECTION 4.2.15: STATE OF CALIFORNIA JOB ASSIGNMENT LEAVE.

- (a) Definition. State of California Job Assignment Leave is paid absence from work, in accordance with Government Code section 19050.8, granted to eligible employees who have been selected and who agree to participate in an assignment to the State of California to perform designated services beneficial to the State, the County, and to the employees' skills and background necessary to the performance of their County job duties upon return from leave.

(b) Conditions.

- (1) The State of California and the County shall enter into a memorandum of understanding (herein the "agreement") for the purpose of the County providing personal services to the State of California by assigning an employee to serve in a designated capacity for the State of California, pursuant to Government Code section 19050.8.
 - (2) The County shall continue to pay the employee the rate of pay and all benefits the employee would have earned had the employee remained in his/her County position. For payroll purposes, the employee's biweekly pay, including any overtime and use of paid leave credits, shall be pursuant to this Compensation Ordinance and shall be based upon the employee's reported time worked for the State of California.
 - (3) The State of California shall reimburse the County one-hundred percent (100%) for the employee's wages, benefits, and any overtime.
 - (4) Further conditions of the leave under this Section shall be pursuant to the agreement between the State of California and the County.
- (c) Duration. For a period defined in the agreement between the State of California and the County, with the consent of the employee, not to exceed four years.
- (d) Eligibility. Employees in classes designated MA are eligible for State of California Job Assignment Leave.

(Added 10/01/93, Ord. No. 8305)

SECTION 4.2.16 Department of Transportation (DOT) DRUG/ALCOHOL TESTING LEAVE.

- (a) Definition. Leave from the employee's class and position required by the employee's appointing authority according to the conditions indicated under subsection (b) below. This leave shall be taken pursuant to the County's leave programs specified below under subsection (b) according to the employee's selection.

- (b) Conditions. This leave shall be required by the appointing authority according to the following conditions:
- (1) An employee shall be placed on leave immediately if the following circumstances are present with respect to drug/alcohol testing required by the Omnibus Transportation Testing Act of 1991:
 - (i) Reassignment of the employee to non-safety- sensitive duties is not available; AND
 - (ii) The employee refuses the test by either: stating an intent not to submit to testing, failing to keep appointment for testing, or failing to provide a sufficient sample without adequate medical reason; OR
 - (iii) The employee tests positive for drugs and/or alcohol.
 - (2) If the above circumstances are present, the appointing authority shall place the employee on leave immediately under the following applicable leave programs. The employee may select which of the following applicable leave programs he/she wishes to be placed under during this required leave period. If the employee does not make a selection, the leave programs shall be in the order as listed:
 - (i) Sick Leave. Available only if the employee tests positive for drugs or alcohol (not available for refusal to test) and the employee has sick leave credits available.
 - (ii) Vacation. If employee has vacation credits available.
 - (iii) Compensatory time ("comp time off"). If employee has comp time off hours available.
 - (iv) Leave Without Pay. The leave without pay programs available are Disability Leave Without Pay (available only if employee tests positive) and Miscellaneous Leave Without Pay.
 - (3) Notwithstanding the provisions of Sections 4.3.1 and 4.3.3, an employee who selects among the above indicated leave programs may take a leave without pay under either Disability Leave or Miscellaneous Leave without the requirement that the employee exhausts all applicable paid leave.
- (c) Duration. For the period of time it takes for the employee to be cleared by a County Substance Abuse Professional to return to his/her safety-sensitive duties, not to exceed the maximum period of leave for each applicable leave

program in which the employee has been placed.

- (d) Eligibility. All employees (except those employees in classes designated AM, AS, CC, CS, DA, DI, DM, SC, and SW) are subject to the provisions of this leave program.

(Added 05/26/95, Ord. No. 8526)

(Amended 12/04/01, Ord. No. 9405)

SECTION 4.2.17: BOSNIAN PEACE EFFORT LEAVE.

- (a) Definition. Bosnian Peace Effort Leave is paid absence from work granted to employees who have been ordered to active military duty as a result of the Bosnian peace effort.
- (b) Eligibility. Biweekly rate employees who are members of the reserved corps of the armed forces of the United States or the National Guard or the Naval Militia who have been ordered to active duty as a result of the Bosnian peace effort. Employees shall not be eligible for this paid leave during the period in which they are receiving paid military leave pursuant to the California Military and Veterans Code.
- (c) Duration. This leave is provided as temporary relief from financial hardship due to loss of pay and benefits for employees on active military duty as a result of the Bosnian peace effort. This paid leave shall commence on February 2, 1996 or the initial date in which the employee is absent from work due to being ordered to active military duty, whichever occurs later. This paid leave shall cease on the date the employee officially is released from the active military duty or on June 30, 1997, whichever occurs earlier.
- (d) Method of Calculation. The amount of this paid leave shall be equal to the employee's normal biweekly gross pay (not including overtime pay) as of the first date the employee is absent from work due to being ordered to active military duty, offset by the amount of gross military pay for such duty including all military allowances paid to the employee. In the event the military pay, including allowances, equals or exceeds the employee's pay for the pay period pursuant to this provision, the employee shall receive no pay for that pay period except that the County shall continue to pay the required employer contributions toward the employee's premiums (including dependents' premiums) for group insurance benefits sponsored by the County of San Diego and the employee shall be responsible for making the required employee and dependent contributions, if any, toward the premiums for such group insurance benefits.
- (e) Condition of Payment. Payments authorized under this section shall be conditioned upon compliance with the procedures established by the Chief Financial Officer/Auditor and Controller.

(Added 02/02/96, Ord. No. 8639)

SECTION 4.2.18: EDUCATIONAL LEAVE. An employee may receive paid leave to attend courses, seminars, workshops, or conventions that enhance, improve or add to the knowledge, skills, and performance in the employee's County position. The determination as to when and whether an employee is granted this leave shall be made by the employee's appointing authority; however, such approval shall not be unreasonably withheld. Request for such leave will be submitted in the manner prescribed by the employee's appointing authority.

Eligible Classes: Classes designated AM, AS, CC, CS, DA, PD and PM.

(Added 09/27/96, Ord. No. 8720)
(Renumbered 10/25/96, Ord. No. 8744)
(Amended 12/04/01, Ord. No. 9405)

SECTION 4.2.19: KOSOVO PEACE EFFORT LEAVE.

- (a) Definition. Kosovo Peace Effort Leave is paid absence from work granted to employees who have been ordered to active military duty as a result of the Kosovo peace effort.
- (b) Eligibility. Biweekly rate employees who are members of the reserved corps of the armed forces of the United States or the National Guard or the Naval Militia who have been ordered to active duty as a result of the Kosovo peace effort. Employees shall not be eligible for this paid leave during the period in which they are receiving paid military leave pursuant to the California Military and Veterans Code.
- (c) Duration. This leave is provided as temporary relief from financial hardship due to loss of pay and benefits for employees on active military duty as a result of the Kosovo peace effort. This paid leave shall commence on February 16, 2000 or the initial date in which the employee is absent from work due to being ordered to active military duty, whichever occurs later. This paid leave shall cease on the date the employee officially is released from the active military duty or on June 30, 2001, whichever occurs earlier.

- (d) Method of Calculation. The amount of this paid leave shall be equal to the employee's normal biweekly gross pay (not including overtime pay) as of the first date the employee is absent from work due to being ordered to active military duty, offset by the amount of gross military pay for such duty including all military allowances paid to the employee. In the event the military pay, including allowances, equals or exceeds the employee's pay for the pay period pursuant to this provision, the employee shall receive no pay for that pay period except that the County shall continue to pay the required employer contributions toward the employee's premiums (including dependents' premiums) for group insurance benefits sponsored by the County of San Diego and the employee shall be responsible for making the required employee and dependent contributions, if any, toward the premiums for such group insurance benefits.
- (e) Condition of Payment. Payments authorized under this section shall be conditioned upon compliance with the procedures established by the Chief Financial Officer/Auditor and Controller.

(Added 02/15/00, Ord. No. 9124)

SECTION 4.2.20: ANTI-TERRORIST CAMPAIGNS:

- (a) Definition. Leave is paid absence from work granted to employees who have been ordered to active military duty as a direct result of the September 11, 2001 attacks on the World Trade Center and Pentagon.
- (b) Eligibility. Biweekly rate employees who are members of the reserved corps of the armed forces of the United States or the National Guard or the Naval Militia who have been ordered to active duty as a direct result of the September 11, 2001 attacks on the World Trade Center and Pentagon. Employees shall not be eligible for this paid leave during the period in which they are receiving paid military leave pursuant to the Federal Military Statutes or the California Military and Veterans Code. The Director of Human Resources, in consultation with the employee's appointing authority and the Chief Financial Officer/Auditor and Controller, shall be the final arbiter of eligibility under this section.
- (c) Duration. This leave is provided as temporary relief from financial hardship due to loss of pay and benefits for employees on active military duty as a direct result of the September 11, 2001 attacks on the World Trade Center and Pentagon. This paid leave shall cease on the date the employee officially is released from the active military duty or on October 31, 2003, whichever occurs earlier.

(Amended 07/23/02, Ord. No. 9486)

- (d) Method of Calculation. The amount of this paid leave shall be equal to the employee's normal biweekly gross pay (not including overtime pay) as of the first date the employee is absent from work due to being ordered to active military duty, offset by the amount of gross military pay for such duty including all military allowances paid to the employee. In the event the military pay, including allowances, equals or exceeds the employee's pay for the pay period pursuant to this provision, the employee shall receive no pay for that pay period except that the County shall continue to pay the required employer contributions toward the employee's premiums (including dependents' premiums) for group insurance benefits sponsored by the County of San Diego and the employee shall be responsible for making the required employee and dependent contributions, if any, toward the premiums for such group insurance benefits.
- (e) Condition of Payment. Payments authorized under this section shall be conditioned upon compliance with the procedures established by the Chief Financial Officer/Auditor and Controller.

(Added 10/09/01, Ord. No. 9395)

SECTION 4.2.21: PROFESSIONAL TIME OFF.

- (a) Eligibility. Only those employees in classes designated AM, AS, DA, PD and PM.
- (b) General Provisions: At the discretion of the Appointing Authority and in accordance with any guidelines the Appointing Authority may issue, an employee may be granted professional time off not to exceed a maximum of eighty (80) hours per fiscal year for AM, AS and DA Units and not to exceed a maximum of forty (40) hours per fiscal year for the PD and PM Units. The Appointing Authority's decision on whether to grant professional time off shall be based on an employee's overall workload associated with assigned projects and caseload.
- (c) Professional Time Off:
 - (i) Must be approved by the Appointing Authority or the Appointing Authority's designee, either orally or in writing, prior to the commencement of the leave.
 - (ii) Shall commence on July 1, 2003.
 - (iii) Shall be limited to a cumulative maximum of eighty (80) hours in a fiscal year for the AM, AS and DA Units and a maximum of forty (40) hours in a fiscal year for the PD and PM Units.
 - (iv) Shall be limited to increments of 8 hours, which shall constitute a full workday.
 - (v) Shall not accumulate or be earned as a matter of right.
 - (vi) Has no cash value and is ineligible for terminal payoff.

(Added 10/09/01, Ord. No. 9560)
(Added 10/09/01, Ord. No. 9561)